Build a Library of Flexible Workshop Modules for Government Leaders & Their Teams

VIRTUAL STUDENT FOREIGN SERVICE

V S F S

Project Title	Build a Library of Flexible Workshop Modules for Government Leaders & Their Teams
Project Summary	Build a Library of Flexible Workshop Modules for Government Leaders & Their Teams
Country	United States
Agency	General Services Administration
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	1

Project Description

• Research specific sub-topics that support expansion or enhancement of existing workshop materials.
• Prepare recommended resource lists for each module.
• Assist in the design or redesign of slide decks and worksheets. Use PowerPoint or Google Docs in creative ways to design online guides and other contemporary online materials.
• Design visually stimulating summaries of key insights from each module in 1-2 page formats. May include infographics.
• Prepare modern quick guides that summarize the main points and provide recommended actions or checklists that will be published and disseminated across government.
• Write, ghostwrite or edit blogs or short articles for monthly dissemination to government managers worldwide. (Ghostwriting may be for staff at the PIC or leaders in key government programs.)
• Follow up with members of a leadership program designed to promote mission achievement to provide follow-up information and conduct check-ins on their progress

Desired Skills Interests

Skill
Graphic design
Research

Additional Information

Current Workshop Topics:
Logic Modeling & its Many Applications
Developing Strategic Narrative (multiple storytelling models)
Designing Effective Presentations
Understanding your Talents & Turning them into Strengths
Investing in your Entrepreneurial Talents

Additional Topics:
Google's Project Oxygen Management Traits
9 Performance Practices 5 Performance Culture Principles
Conducting a Plain Language Review of Plans and Reports

Language Requirements

None